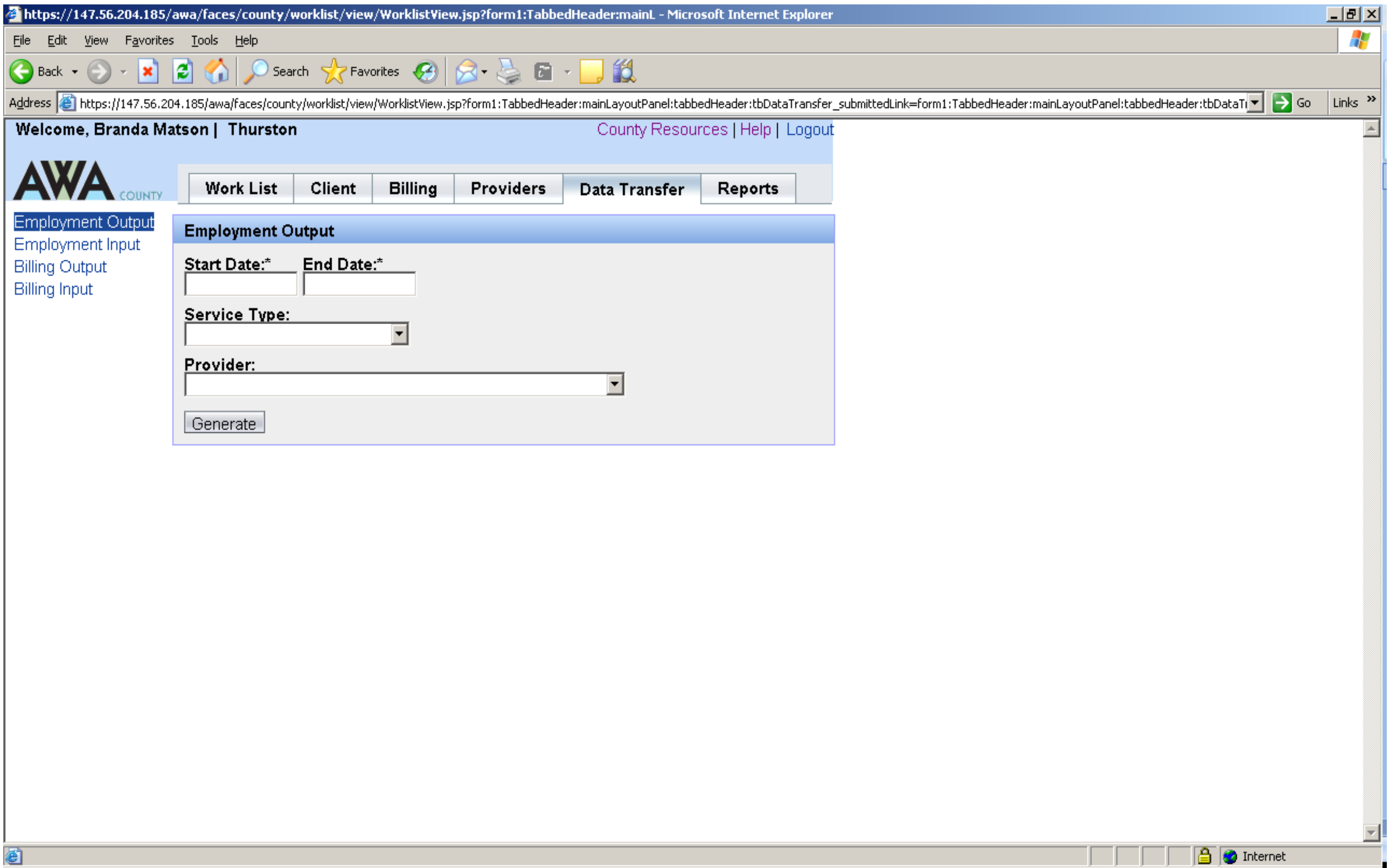
Case Management Information System
"CMIS"

Division of Developmental Disabilities
5/1/2009

CMIS: Employment Outcomes & Planned Rates

Section: Employment Outcomes process

1. Find the “Data Transfer” tab and then choose “Employment Output” on the left of the screen. Your screen should look similar to below.



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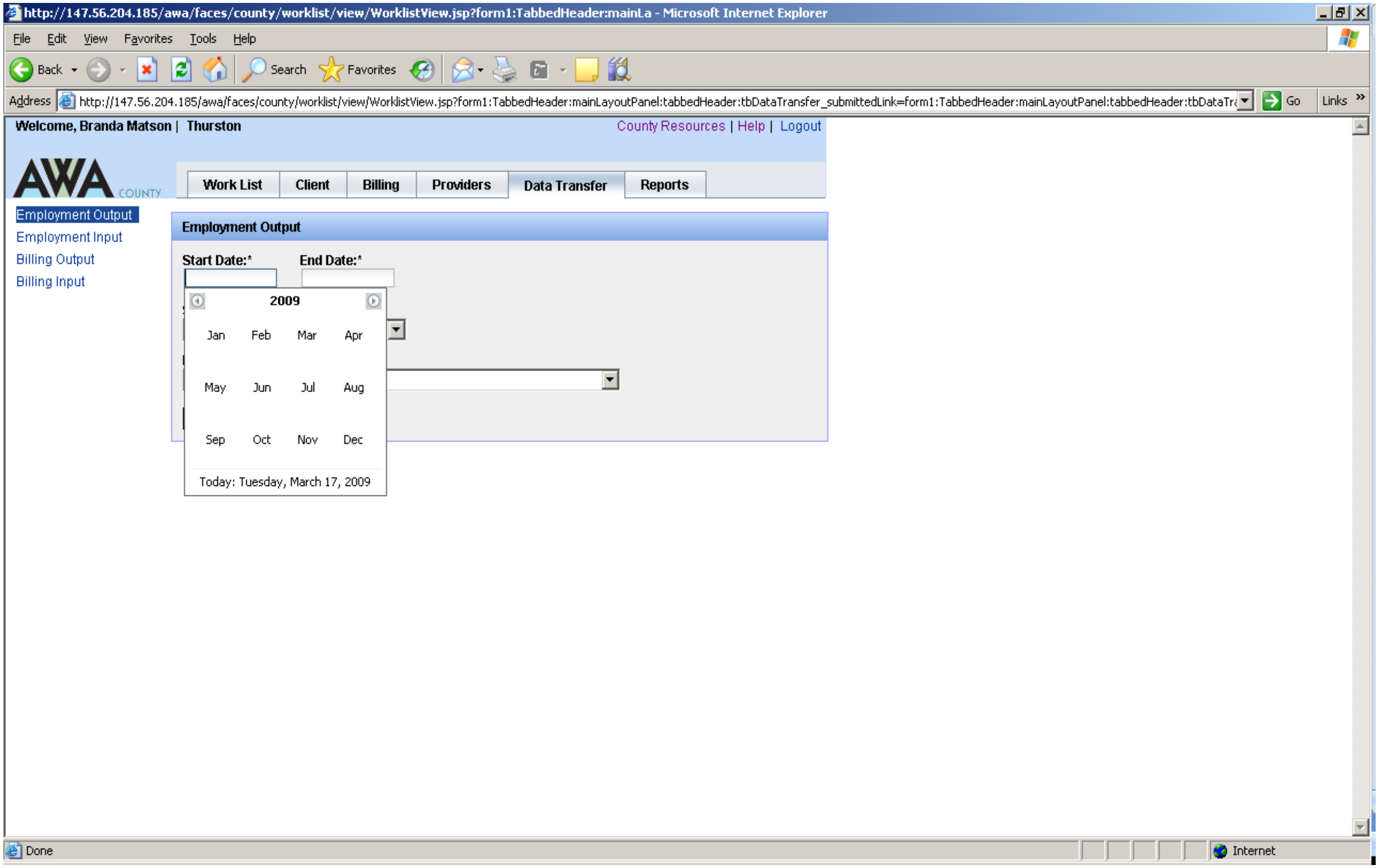
2. Enter the “Start date” and “End date” for the range of authorized clients you would like to see and/or update employment information on. A pop up calendar should appear when you click once in the appropriate “Start…” or “End…” box. Select the dates you want with a click (note: if you have chosen the wrong date just click and the pop up calendar will appear for you to choose the correct date. If you prefer not to use the pop up calendar just start to enter the date in yyyymm format. Both the “Start date” and “End date” are required data fields.



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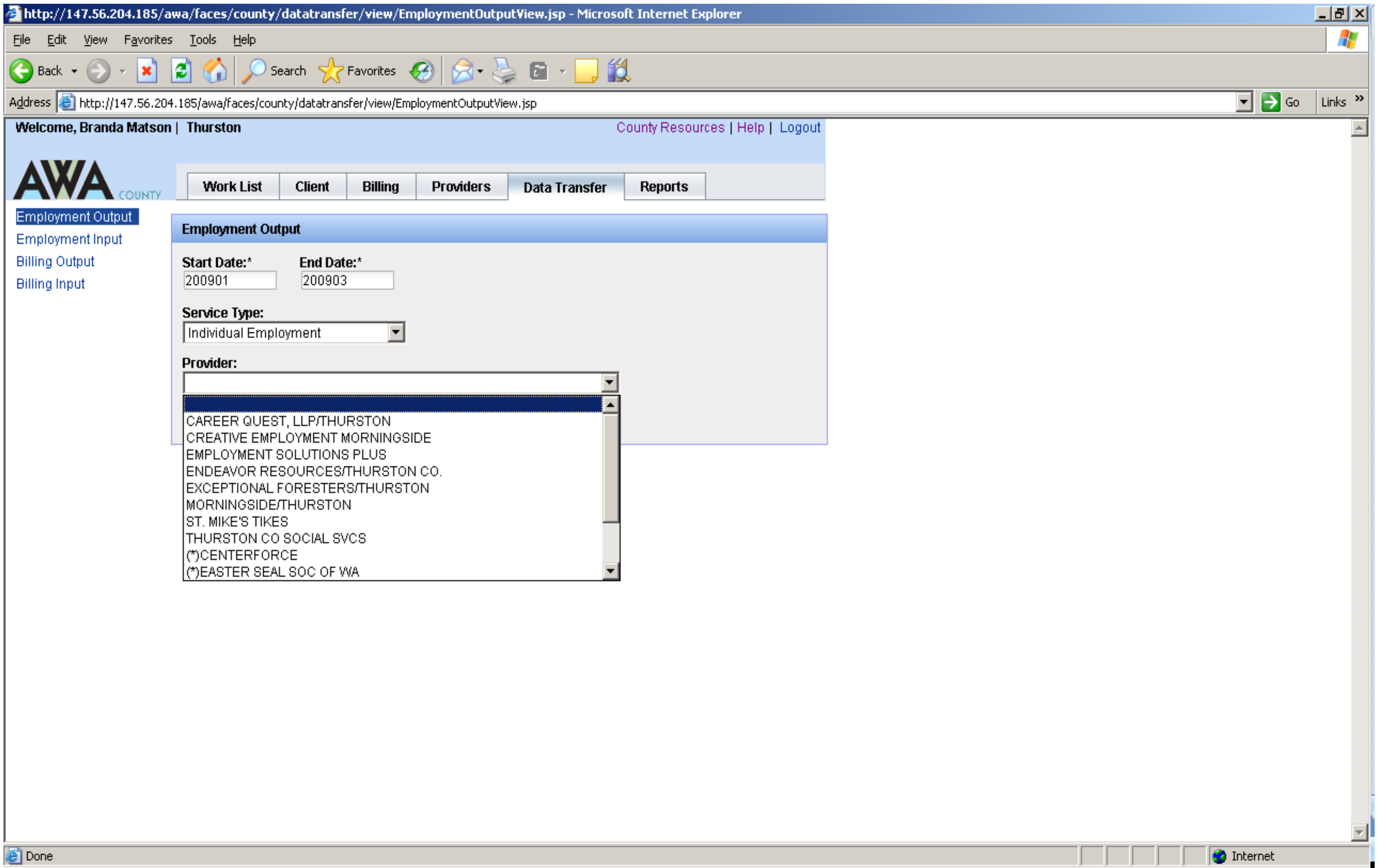
3. Choose the "Service type" from the drop down or do not choose a type and receive all service types: Individual Employment, Group Supported Employment, and Person to Person.
4. If you have chosen one "Service type" then you may choose a "Provider". If you do not choose one Provider you will receive all providers for the chosen service type.
5. Click on the "Generate" button and open or save the file.
6. Most often you will choose to save the file.



7. An output file that contains the following information should appear.
8. Complete items six (6) thru thirteen (13).
9. Save completed file on your computer.
10. Next step is to “Input” or upload the file onto the CMIS.

	Name	**Values**
1	Client County	Logged on County – *pre-filled*
2	Provider	From Open Authorization– *pre-filled*
3	ADSA ID	From Open Authorization– *pre-filled*
4	Client Last Name	From Client Demographics– *pre-filled*
5	Client First Name	From Client Demographics– *pre-filled*
6	Employer Name	Text – 64 characters possible
7	Job Type	Code – 4 digits (see list on next page)
8	Start Date	Date MM/DD/YYYY
9	End Date	Date MM/DD/YYYY
10	Medical Insurance	Blank, Y or N
11	Dental Insurance	Blank, Y or N
12	Paid Leave	Blank, Y or N
13	Retirement	Blank, Y or N
14	Last Employment Outcome Update Date	From Last Employment Outcome Update Date on the CMIS database

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Job Type – 4 digit code:

Code	Description
JT01	Clerical
JT02	Labor
JT03	Management
JT04	Professional
JT05	Service
JT08	Administrative Support Occupations
JT09	Animal Husbandry, Agriculture and Related Occupations
JT10	Education Occupations
JT11	Food Services Occupations
JT12	Lodging, Building and Related Occupations
JT13	Machine Trade Occupations
JT14	Manufacturing, Construction and Related Occupations
JT15	Medical/Health Care Occupations
JT16	Personal Service Occupations
JT17	Physical Sciences and Laboratory Technology Occupations
JT18	Professional and Support Specialists
JT19	Social Service Occupations
JT20	Wholesale/Retail Trade Occupations
JT21	Other Occupations

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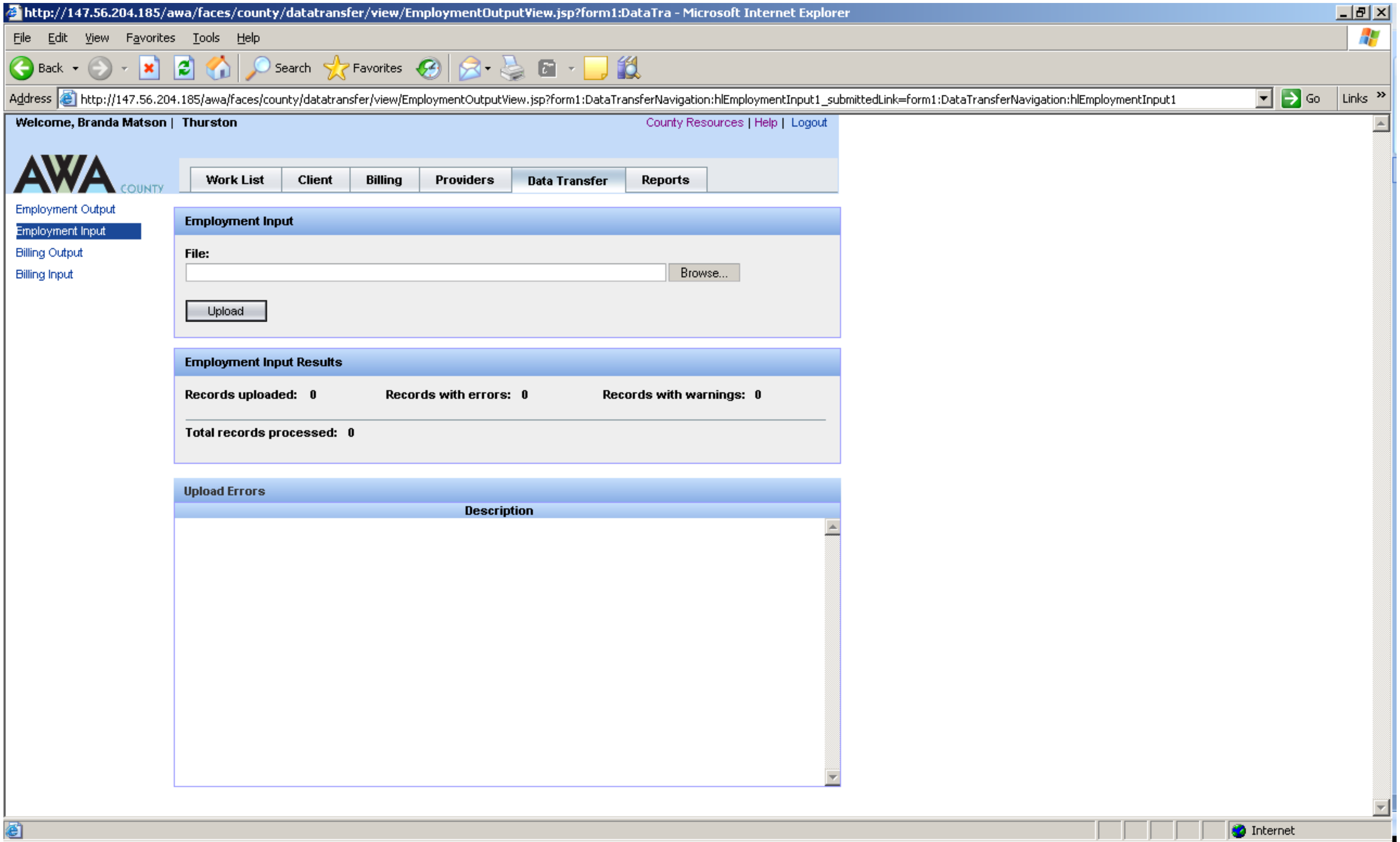
11. Choose the "Employment Input" tab.
12. File: Browse appears click on browse and find the file name you previously saved – click on it.
13. File name should appear in the box after File:
14. Hit Upload and the input results and errors will appear (note this is an identical process to the monthly billing).



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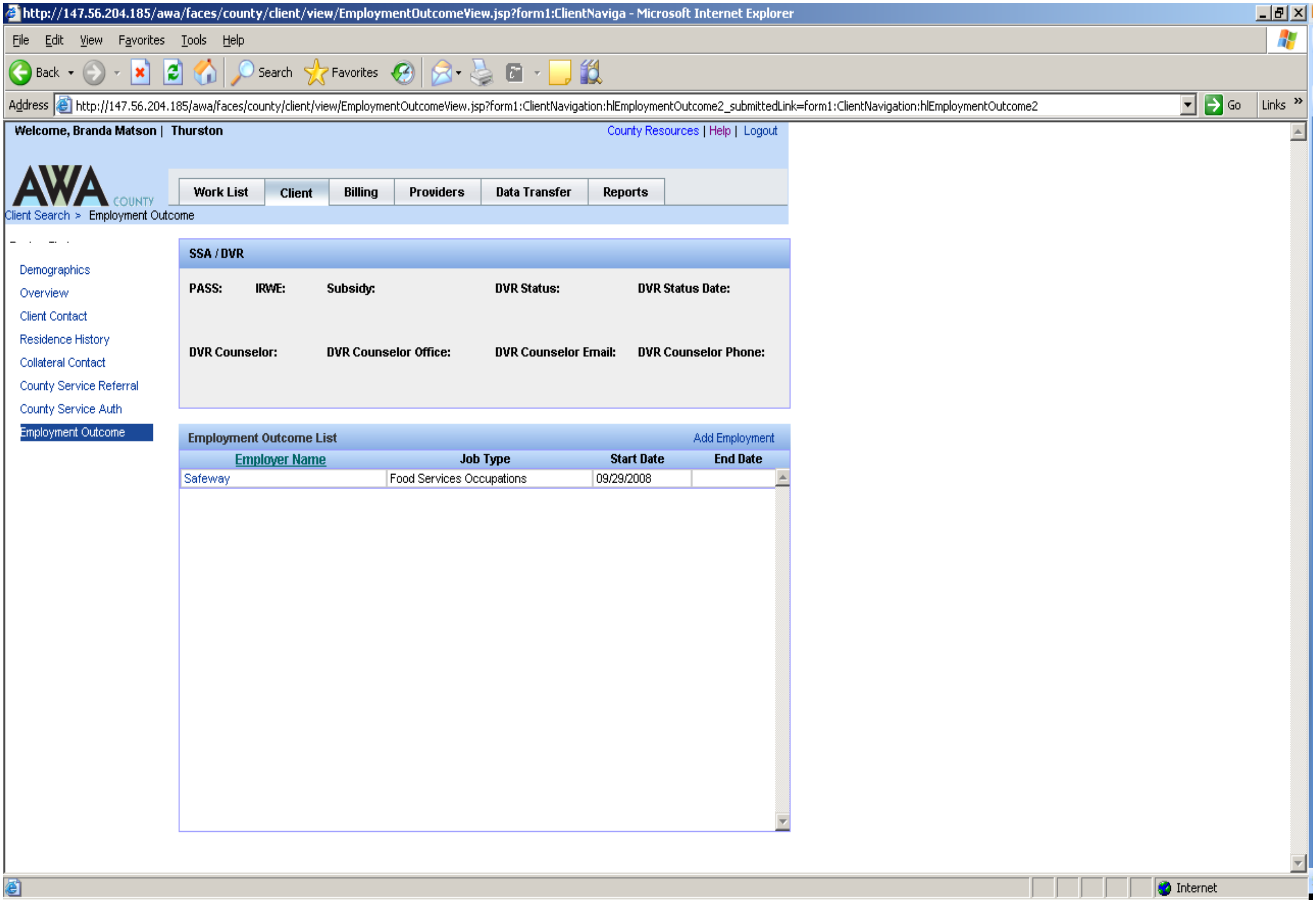
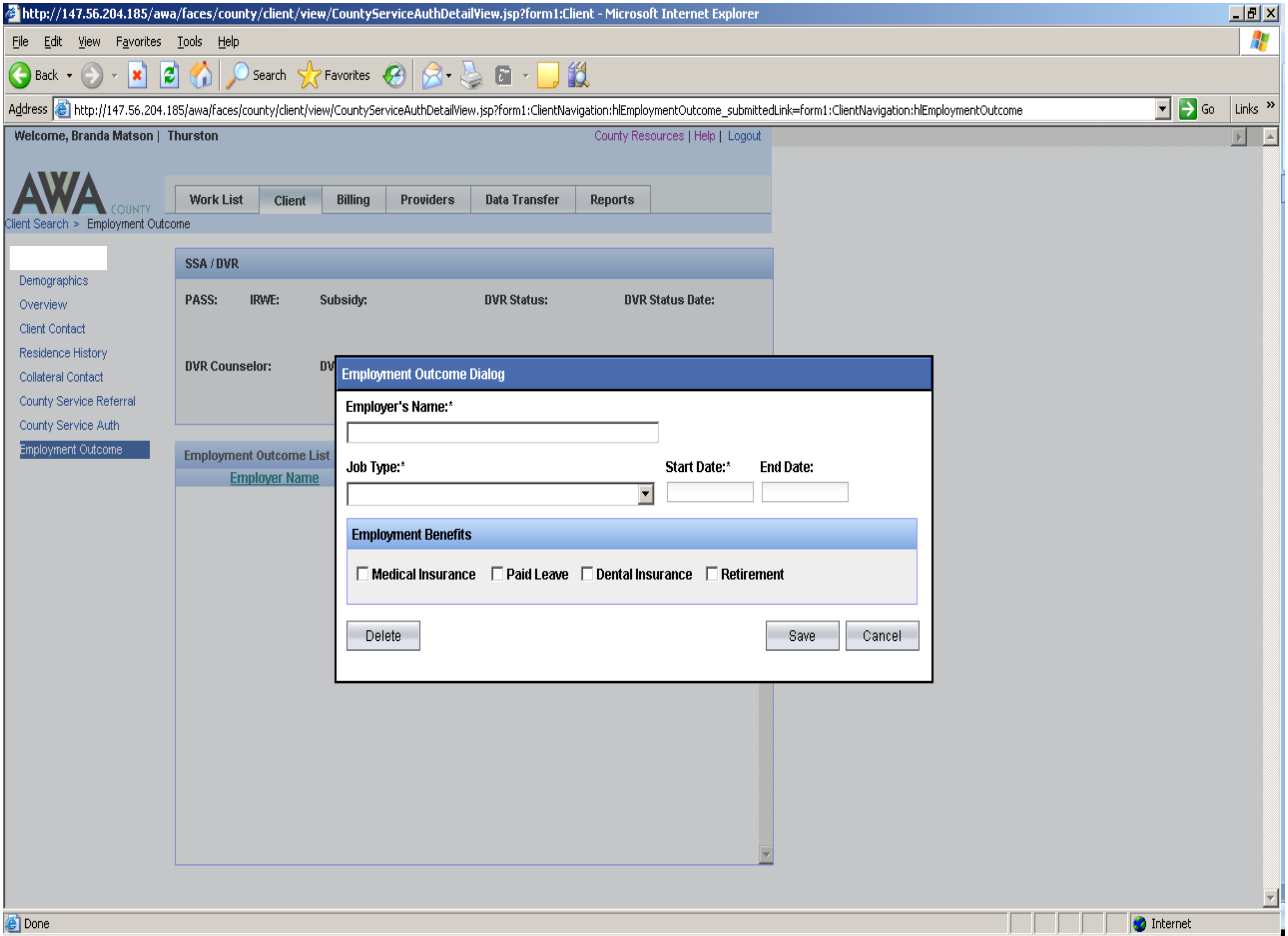
15. Click on the client tab. Search for a client. Find the “Employment Outcome” on the left of the screen.
16. Uploaded employment outcome information will appear on the “Employment Outcome” tab bottom half of screen.
17. Available SSA / DVR information will appear on the top half of the screen.



18. An “Add Employment” button allows for an instant update – an option to uploading many client records.



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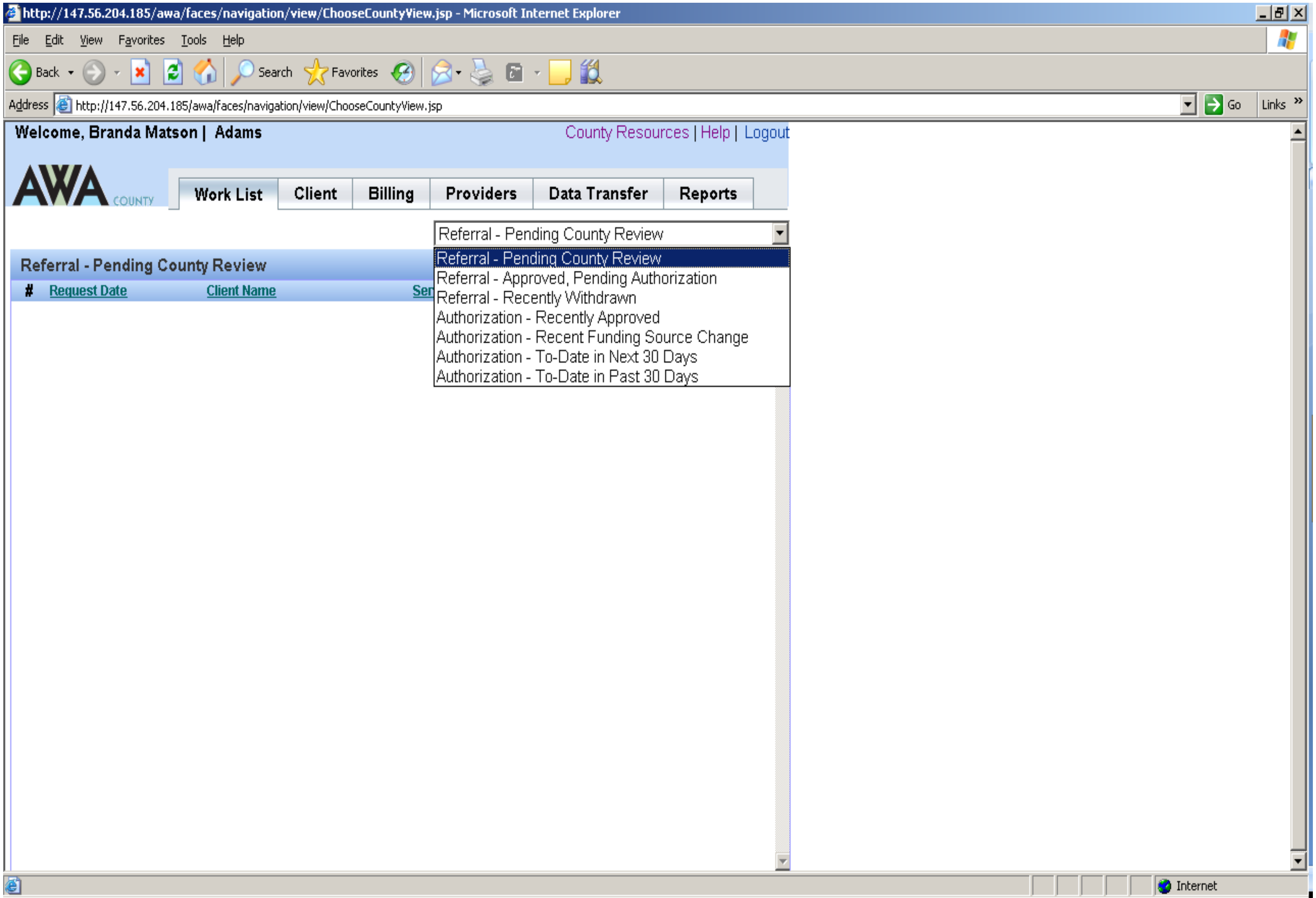
Section II: Planned Rates process

1. The "Referral" information has been modified to capture Minimums and Maximums for rates and service hours/month.



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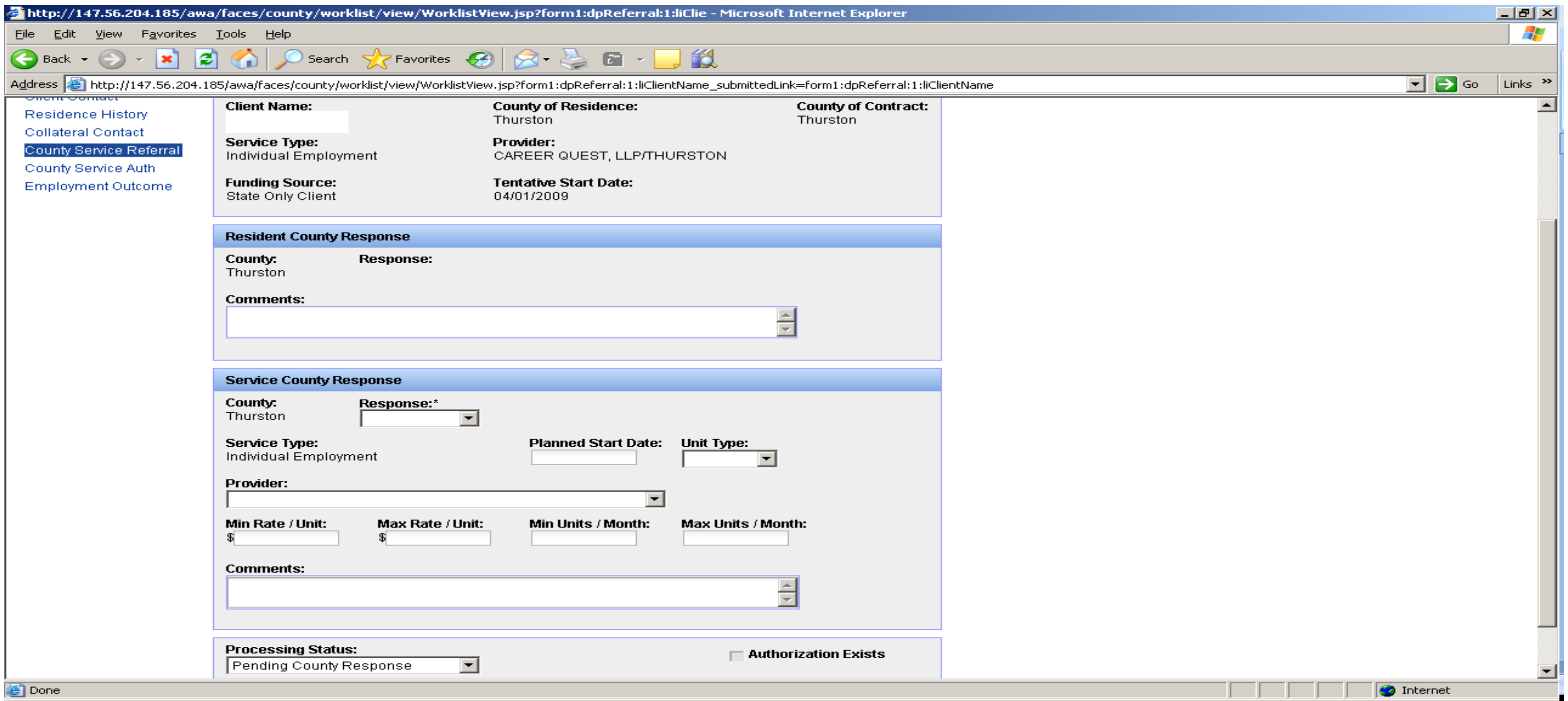
2. The Rate / Unit has been expanded to include a Minimum and Maximum Rate / Unit.
3. The Rate / Unit needs to correlate to the Unit Type.
4. The # of Units / Month has been modified to include minimums and maximums but is now referred to as Service Hrs / Mo.
5. The “Minimum & Maximum Service Hrs / Mo.” translates to the range of service hours a client can expect to receive from their service provider per month.



6. All other referral information remains the same:
   - Indicate Planned Start date (date cannot be sooner than the case manager’s tentative start date)
   - Unit billing type (Hour, Day, Month)
   - Confirm Provider “or” reject and offer a comment for the case manager
   - Complete minimum and maximum unit rate that correlates to the unit type
   - Complete minimum and maximum service hours / month (range of service hours client can expect from provider)
   - Comment(s) if necessary
   - Change Processing status to Finalized

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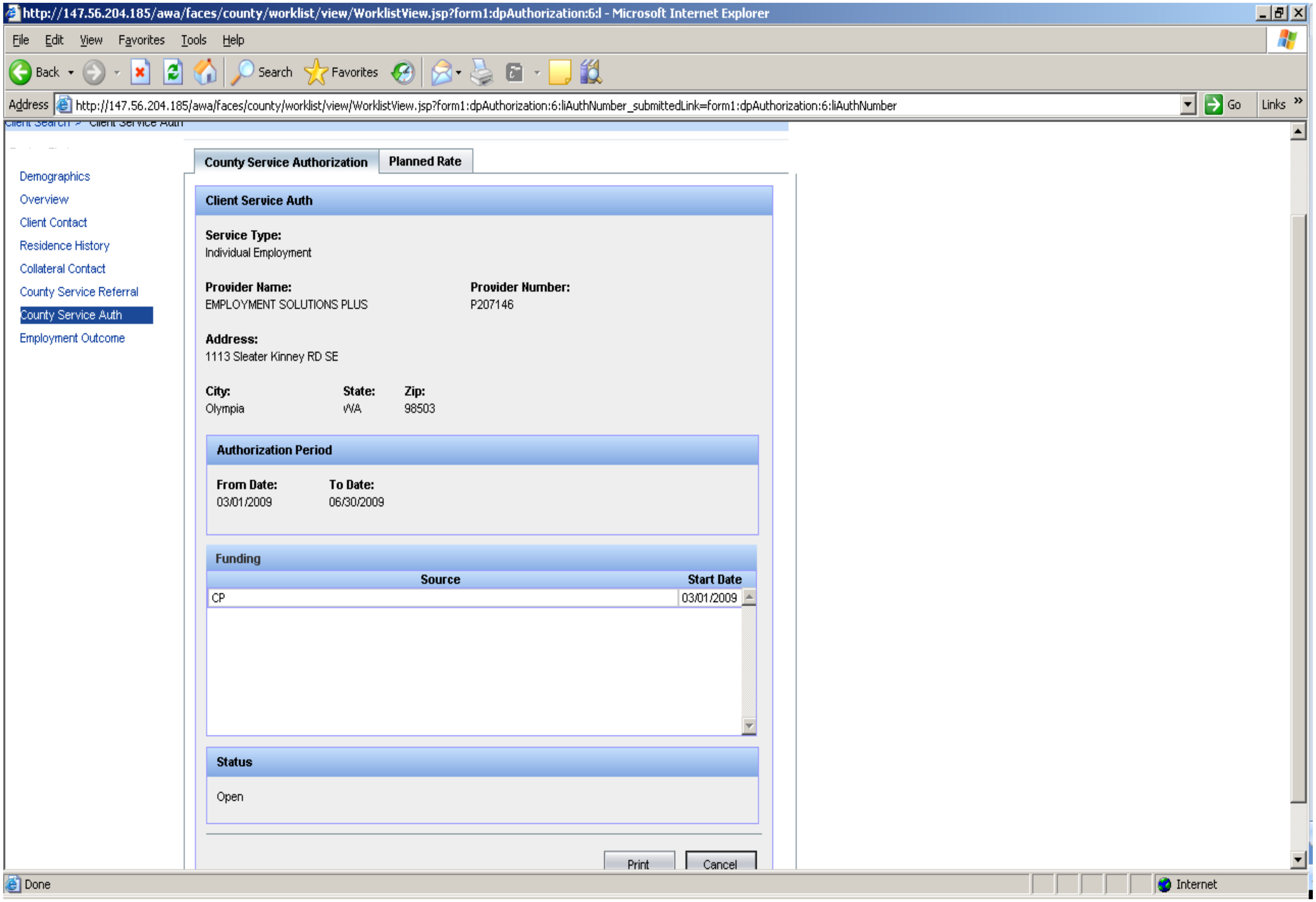
7. From the finalized referral the Case manager issues the CSA.



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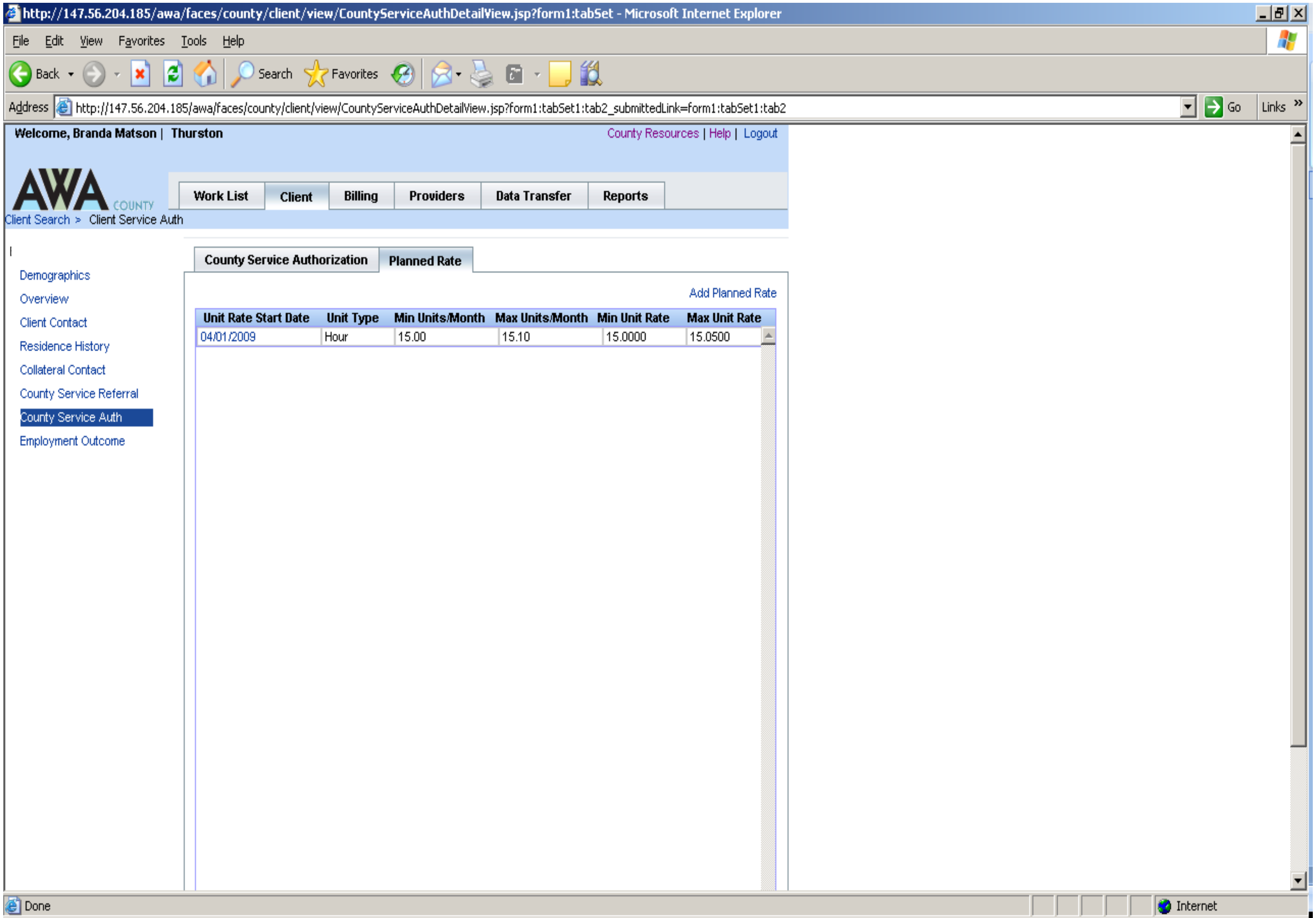
8. The Planned Rates and Service Hour Range are populated from the finalized referral now part of the CSA - second tab.



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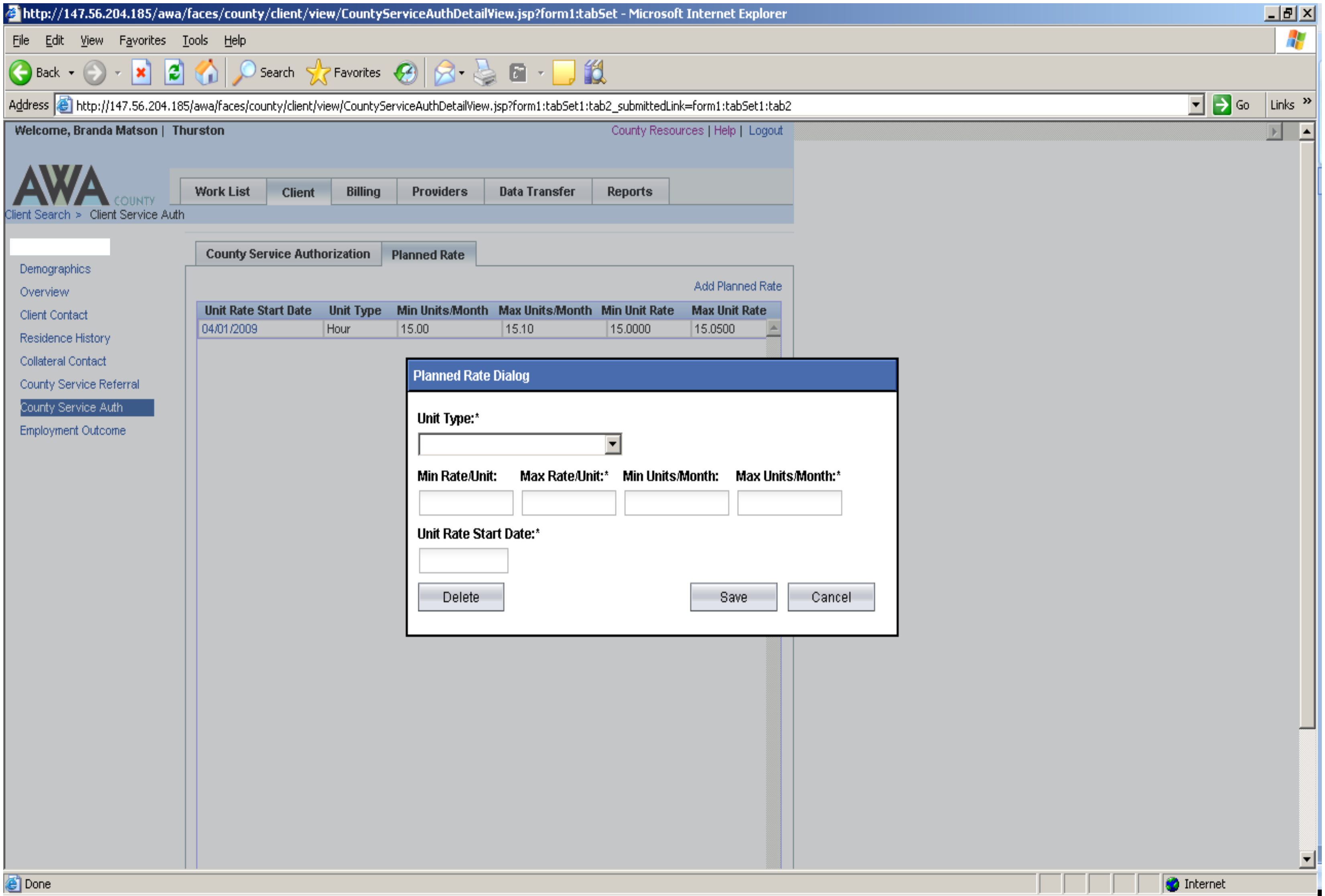
9. Counties will use this screen to update changes such as the amount of provider service hours and/or changes to the unit rate or unit type. Case managers receive a tickler when changes are made.



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For additional information you have a couple of options:

- The County Resource found on your web page will take you to the CMIS Project Intranet where you will find material related to the County CMIS project including billing instruction, business requirements, sample output files, etc.
- The Help link also on your web page provides you with instant information related to the screen you are on.
- You can always call the ADSA Help desk
  - In the Olympia Area: 725-2460
  - Statewide: 1-800-818-4024 or
  - E-mail ADSAHelpDesk@dshs.wa.gov